



**DEPARTMENT OF CORRECTIONS
YOUTH COMMUNITY CORRECTIONS BUREAU
POLICY**

Policy No.: YCC 2.1.1	Subject: FACILITY MAINTENANCE
Chapter 2: PHYSICAL PLANT	Page 1 of 4
Section 1: Building and Safety Codes	Revision Date: 11-23-07, 01-06-09
Applicable ACA Standards: 2-7014, 3-JCRF-2A-01, 3-JCRF-2A-02, 3-JCRF-2A-03	
Signature: /s/ Karen Duncan	Effective Date: 11-06-06
Signature: /s/ Steve Gibson	

I. POLICY:

It is the policy of the Youth Community Corrections (YCC) bureau to ensure the safe and efficient operation of the physical plant in each of its facilities, to comply with applicable codes, ordinances, and policies, and to protect against the development of conditions that might adversely affect the health, safety or welfare of visitors, staff, and youth. This policy will be reviewed annually and updated as needed.

II. AUTHORITY:

All YCC facilities and programs

III. DEFINITIONS:

Physical Plant – any buildings or structures, ground, and built-in equipment that is owned, leased and/or occupied by the Department.

IV. BUREAU DIRECTIVES:

Each facility administrator will develop written procedures for the following:

A. Code Compliance

1. Each facility will identify a staff member who will be responsible for code compliance. Facilities will comply with all applicable federal, state, and local codes and ordinances relating to building, fire, and life safety. The staff member assigned to ensure that the facility is in compliance with all applicable codes, will maintain current records on all code compliance/non-compliance issues, to include violations and corrective actions taken. Areas found not to be in compliance should be directed to the attention of the facility/program administrator who will take the appropriate measures to comply with code violations at the earliest possible date.
2. Each facility will maintain documentation of compliance with all applicable federal, state, and local codes and a log of all required inspections.

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B. Facility-Related Documents

Each facility will identify a staff member responsible for maintaining blueprints, drawings, and specifications to include the following:

1. Alterations or additions,
2. Dates and authorization of alterations or additions,
3. Secure document storage,
4. Availability for emergency use,
5. Copies will be maintained in the central office.

C. Facility Modifications

Written approval will be obtained from the Department Director or designee before any of the following changes to the physical facilities are begun:

1. Alterations or additions of any life safety system,
2. Alterations or additions that affect the security of the physical plant,
3. Alterations or additions other than regularly scheduled maintenance,
4. Alterations, additions or changes that require a building permit,
5. Major alterations, additions or changes that affect the esthetic appearance, either interior or exterior, of the physical plant,
6. Alterations, additions or changes that affect the housing capacity,
7. Alterations, additions or changes that affect the welfare of the staff or youth.

D. Preventive Maintenance Programs

Each facility/program will establish a policy that will outline a system of preventive maintenance that will include the following:

1. Persons responsible for the preventive maintenance program.
2. Schedules for periodic inspection, lubrication, minor adjustment and servicing of plant equipment and systems.

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3. Requirement that inspections will be documented to include the date of the inspection, the individual performing the inspections, significant findings, and repairs to be made. This information will be forwarded to the manager of maintenance and of the unit.
4. Equipment that affects human habitation will be given a priority for frequent inspections and preventive maintenance.
5. Log books and/or files will be maintained which will serve as permanent records of inspections and repairs.

E. Safety/Security Inspections

Each facility/program will establish a policy that will outline a system of safety and security inspections to be conducted on a monthly basis which will address the following issues:

1. Records of who conducts inspections,
2. General living conditions and appearance,
3. Health, hygiene and safety issues,
4. Facility maintenance,
5. Policy and code compliance,
6. Problem areas and/or emergencies that have occurred on a frequent basis,
7. Computer security,
8. Internal and external security,
9. Additional safety and security issues unique to each facility.

F. Space Management

A space management program will be implemented and reviewed annually to ensure adequate facilities for all field agency operations.

V. CLOSING:

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Questions concerning this policy should be directed to the youth community corrections bureau chief.

VI. REFERENCES:

<u>2-17-101, MCA</u>	<u>Allocation of Space</u>
<u>53-1-203, MCA</u>	<u>Powers and Duties of Department of Corrections</u>
<u>DOC 3.2.10</u>	<u>Fire and Life Safety</u>
<u>DOC 3.2.13</u>	<u>Safety Inspections</u>

VII. ATTACHMENTS:

[YCC 2.1.1 \(A\)Space Management Form](#)